

**BUILDING THE FOUNDATION**

# THE BUSINESS CHECKLIST

*A checklist to help you start your business or fill in the gaps for your existing business.*

**PLAN | BRAND | REPEAT |**



**BY TIFFANY K. OVERBY**

# THE BUSINESS CHECKLIST

The Business Start-Up Checklist is designed to capture the current state of your business, whether it is in the concept, implementation or maturity stage. Any items on the checklist that you are missing, should be apart of your marketing strategy to effectively brand your business.

- Identify type of business and file with your state: LLC, Corp, Sole Proprietor
- Request EIN
- Business Email
- Business Logo
- Instagram
- FaceBook Page
- Join FaceBook Groups in your industry
- Website
- LinkedIn Account
- Alignable Account
- YouTube Channel
- Business & Savings Account
- PayPal Account
- CashApp
- Free Business Phone Number



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- Business Cards
- Promo Materials (flyers, brochures, t-shirts, pens, etc.)
- Professional Headshot
- Professional Biography
- Digital Commercial
- Capability Statement
- Sponsorship Letter
- Business Plan
- Business Model
- go Second Pitch
- Media Kit/ Pitch Deck
- Virtual or Actual Business Address

**If you need help with any item on your checklist, TKO has got you covered! Schedule your consult today!**

[Schedule your Consultation Today!](#)

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